

PART I	DEPARTMENT OF PERSONNEL SERVICES	3.412
	STATE OF HAWAII	3.413
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Class Specifications
for the:

MENTAL RETARDATION CASE COORDINATOR SERIES
(MENTAL RETARD CASE COORD)

Series Definition:

The objective of Waimano Training School and Hospital (WTSH) is to operate the State institution for the mentally retarded and to assure the availability of residential alternatives and a comprehensive system of services and activity programs to enable mentally retarded persons to live and develop successfully within the community.

Positions in the Mental Retardation Case Coordinator series are primarily concerned with assuring accountability and monitoring of individualized active treatment plans for the clients at WTSH. Active treatment is defined as the individual's regular participation, in accordance with an individual program plan, in professionally developed and supervised activities, experiences or therapies. An individual written plan of care sets forth measurable goals or objectives stated in terms of desirable behavior and prescribes an integrated program of activities, experiences or therapies necessary for the individual to reach those goals or objectives. The overall purpose of the plan is either to help the individual to function at the highest physical, intellectual, social, or vocational level he can presently or potentially achieve, or to prevent regression or loss of current functional status in clients where no further positive growth is possible. The case coordinator is primarily responsible for coordinating the delivery of each client's plan of care; coordinating the delivery of training and habilitation services; integrating the various program aspects; recording the client's progress; and initiating periodic review of assigned client's plan of care for necessary changes.

This series includes those classes which require knowledge of mental retardation in the performance of coordinating an individualized program plan to help the individual function at his greatest ability/highest possible functional level.

Positions are allocated to classes in this series on the basis of:

- a) Nature and scope of work assignments
- b) Nature of supervision received and exercised

- c) Nature of available guidelines for performance of work
- d) Nature of person-to-person contacts
- e) Nature and scope of recommendations, decisions, commitments and conclusions
- f) Knowledge and abilities required.

This is the first specification for the new MENTAL
RETARDATION CASE COORDINATOR SERIES (MENTAL RETARD CASE COORD).

Effective Date: June 17, 1988

DATE APPROVED: June 20, 1988

/s/Alfred C. Lardizabal
ALFRED C. LARDIZABAL
Director of Personnel Services

MENTAL RETARDATION CASE COORDINATOR IV
(MENTAL RETARD CASE COORD IV)

3.412

Duties Summary:

Functions as a case coordinator and is responsible for coordinating the assessment, development, implementation and monitoring of individualized active treatment plans for mentally retarded individuals; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves responsibility for coordinating an interdisciplinary team's assessment of individuals and the development, implementation and monitoring of individualized active treatment plans for mildly to moderately to profoundly retarded individuals. This involves coordination of services with a number of professionals in establishing interdisciplinary objectives, plans and activities in working toward achieving the highest possible functional level for the individual. The work also involves coordination with direct care staff and private agencies

which provide services for WTSB on a contractual basis in implementing these individual active treatment plans and in ensuring that the daily activity schedule for each resident involves daily programming and does not involve three continuous hours of unscheduled activity.

Incumbents of positions in this class plan and organize activities to meet the individual needs of assigned clients. A high degree of professional judgment is exercised in adapting and modifying activities, equipment and the environment to meet the client's needs and in continuing monitoring and assessment to determine necessary changes to the individual active treatment plans; obtain specialized professional services as necessary, and ensure active and appropriate involvement of direct care staff.

Examples of Duties:

With the interdisciplinary team, assesses clients' interests, attitudes, skills, abilities and emotional and personality traits (through consultation with other staff, review of reports and clinical records and through spending time with clients) and develops individual treatment plans; actively participates in interdisciplinary team meetings, providing input to discussions, evaluations and development of overall treatment plans for the clients; develops Daily Activity Schedules, method cards, data sheets and Standard Operating Procedures for each client to ensure that integrated programming is conducted daily; coordinates and/or conducts in-service training for community based personnel and living unit staff to ensure consistency of training for clients; coordinates activities with other support personnel to ensure maximum development and growth for clients; maintains records of client's evaluations and subsequent progress or lack of progress; monitors and evaluates active treatment plans; ensures that client is engaged in purposeful, appropriate activity, in conjunction with therapeutic methods, to achieve goals identified in the individual treatment plan; as necessary, initiates modifications or adaptations to techniques or supplies, equipment, and/or facility to meet specific client needs in independent living/daily living skills; periodically reviews each individual treatment plan for necessary changes; conducts assessment tests; promotes positive, effective, on-going working relationships with other staff; ensures safety and maintenance of areas and equipment; prepares correspondence, reports, case histories, and other materials; collects data to monitor client regression or progress.

Knowledge and Abilities Required:

Knowledge of: Mental retardation as well as other conditions which apply under developmental disabilities; behavior modification, human growth and development as well as human

behavior; various assessment tools and how they are administered; current trends and practices in dealing with the mentally retarded.

Ability to: Coordinate the development of individualized active treatment plans with interdisciplinary professionals; coordinate and/or train or direct others in implementing the plans; establish and maintain effective relationships with others; prepare clear and concise reports; assess the developmental capabilities of the clients using various assessment tools; issue clear and concise oral and written instructions; collect, analyze and evaluate data.

MENTAL RETARDATION CASE COORDINATOR V 3.413
(MENTAL RETARD CASE COORD V)

Duties Summary:

Supervises and provides technical assistance to lower level case coordinators; acts as a facilitator in ensuring that resources are available to implement the individualized active treatment plans; conducts periodic quality assurance reviews of the program as well as the living unit; monitors the implementation of the active treatment plans; and performs other related duties as assigned.

Distinguishing Characteristics:

A position in this class provides supervision and technical assistance to lower-level case coordinators in providing a quality program of active treatment for mentally retarded clients. A position in this class is also responsible for monitoring the quality of the active treatment plan; ensuring the client's progress; coordinating logistical and support services; and evaluating management, programming, basic care and the environment for satisfactory levels to ensure an adequate environment for the clients at WTSH.

There is regular contact with assigned case coordinators as well as with ancillary staff in the development and implementation of the individualized active treatment plans.

Examples of Duties:

Supervises and provides technical assistance to lower-level case coordinators; provides guidance to lower-level case coordinators in the implementation of the clients' individualized active treatment plans; oversees the planning, organizing, directing and coordinating of a variety of active treatment plans for the clients; monitors institutional activities to ensure

compliance with WTSH's policies and procedures, Medicaid standards, Federal, State and local laws, regulations and codes and professional standards of quality; coordinates logistical and support services with the case coordinators to ensure that each client has accessibility to the support services required of each treatment plan; conducts ongoing evaluation of the program in such areas as management, programming, basic care and environment; identifies significant problems and takes corrective action to provide a quality program of active treatment for the clients; promotes positive, effective, ongoing working relationships with other staff; may assume the role of the lower-level case coordinator as needed; may participate in the interdisciplinary team meetings; ensures safety and maintenance of program areas and equipment; prepares data and other information for program evaluation; establishes and implements operational procedures to make services readily accessible and to assure continuity of care; prepares reports, correspondence and other written materials; handles personnel matters.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the lower level, this class requires:

Knowledge of: Principles and practices of supervision.

Ability to: Interpret and develop operational procedures; supervise the work of others; critically assess and evaluate programs that will incorporate active treatment plans for clients; provide technical consultation to others; communicate effectively both orally and in writing.